

CASWELL PARK BASEBALL/SOFTBALL COMPLEX

2005 POLICY MANUAL

(Updated March 2005)

The Caswell Park Baseball/Softball Complex is a state of the art, four-field baseball/softball facility built for both the citizens of Knoxville and out of town guests for their recreation use and enjoyment. Below is a list of policies that apply to the use of this facility. Groups and/or individuals who wish to use this facility on a short-term basis must abide by these policies. Any questions regarding these policies should be directed toward the City of Knoxville's Parks and Recreation Division.

INSURANCE REQUIREMENTS: Any group wishing to rent all or part of this facility, shall have written proof of \$1,000,000 in liability and major medical insurance and have the City of Knoxville specifically named as an additional insured. This written proof must be to the Parks and Recreation Division when the schedule of games is submitted.

DEPOSIT FEE: A deposit check of \$250, made out to the "City of Knoxville", must be provided once a "Facility Request Form" has been submitted and an event approved by the Athletic Coordinator. This deposit will be applied toward the final total cost due to the City of Knoxville for use of the complex. **All deposits are non-refundable, except in the case of a cancellation due to weather where the entire tournament is "washed out".**

UMPIRES: The Knoxville Parks and Recreation Division reserves the right to approve all umpires used for games played at our facility. The Officials Coordinator will make this decision. We prefer that local, qualified umpires be used to officiate games. Umpires must be registered and in good standing with whatever particular group they are representing. Umpires must be properly attired at all times. An "umpire in charge" will be designated as the primary contact with the Parks and Recreation "facility staff".

MANDATORY MEETING: There will be a mandatory meeting between the Knoxville Parks and Recreation Division designated representative and person(s) holding a tournament at Caswell Park the Monday before the scheduled tournament at 11:00 a.m. in the Athletic Coordinator's office. Issues related to officials, inclement weather policy, insurance, schedule, etc. will be discussed.

RESPONSIBLE PARTIES: User groups/individuals of Caswell Park will be responsible for:

- | | | |
|---|------------------------------------|------------------|
| *Advertising | *Scheduling Games | *Providing Balls |
| *Scheduling and paying umpires and scorekeepers | *Scheduling and paying gatekeepers | |
| *Providing tournament rules | *Providing tournament brackets | |
| *Providing rain out policy | *Provide trainers (if required) | |

SCOREKEEPERS: The Knoxville Parks and Recreation Division will supply scorekeepers who have been trained to keep score and are familiar with the scorekeeping equipment at the facility. It will be the responsibility of the user groups/individuals of Caswell Park to pay each scorekeeper. The rate will be \$10 per game.

The City of Knoxville Parks and Recreation Division will be responsible for:

***FIELD SUPERVISOR:** A “Field Supervisor” is someone who will represent the city’s interest and make the final decision on such issues as plating conditions of the field, curfews, etc.

***FIELD PREPARATION:** Before the field rental begins, the field will be prepared to play. This includes mowing the grass, striping the lines, dragging the field, placing of bases, etc. This will be done each morning of the rental before play begins.

***CONCESSIONS:** Concessions will be provided during the time that the fields are rented. A variety of food and drinks will be available for players and spectators to purchase. **OUTSIDE COOLERS ARE NOT PERMITTED INSIDE CASWELL PARK.**

***RESTROOMS:** Clean restrooms for men and women will be provided. The field supervisor will handle any plumbing problems.

***TRASH PICK UP:** City crews will empty trash daily. User groups/individuals are strongly encouraged to remind their participants to use the receptacles provided and not throw trash on the ground.

***SECURITY:** A security individual will periodically be on site to patrol the parking lots, deal with any disturbances and generally assist the field supervisor as needed.

***GAME TIMES:** No games will begin before 8:00 a.m. No games will start after 10:00 p.m.

INCLEMENT WEATHER POLICY: Each user group/individual will have a written “INCLEMENT WEATHER POLICY” on hand for their activity, in case of rain or other weather conditions that might delay or postpone games. There must be a plan of action that allows for speeding up play, or shortening the total number of games to be played in case there are long delays in scheduled games. The “INCLEMENT WEATHER POLICY” must be turned in with written proof of insurance and tentative schedule by Tuesday before the tournament. The City of Knoxville Parks and Recreation Division reserve the right to determine when the field is not playable. Under no circumstances is the field to be used for play when the field supervisor has determined that the conditions are unsafe for users or possibly harmful to the fields.

***PARK RULES:** The Knoxville Parks and Recreation Division has the following rules for Caswell Park that are expected to be followed by all users of the facility. **VIOLATORS OF THESE RULES WILL BE ASKED TO LEAVE THE PREMISES.**

***No Alcoholic beverages. This includes the parking lots.**

***No pets.**

***No knives, firearms or explosives.**

***No outside coolers.**

***No outside food or beverages.**

***No profanity or loud threatening language.**

***No hitting into the fences.**

***No tobacco products.**

***No individuals under 14 years of age to be in the scorers tower.**

***All warm ups must be done in the outfield.**

FEE SCHEDULE: The cost for renting Caswell Park facilities is \$100 per field per day with a minimum of two (2) fields. One day only tournaments are discouraged but will be considered if the schedule allows. This cost includes preparing the field(s) for play each day. Additional preparations during the course of the day will be charged at \$25 per field for labor plus the City's cost for conditioner, if needed.

OUTSIDE VENDORS: Vendors selling items during tournaments (i.e. t-shirts, caps, balls, etc.) are allowed on-site at Caswell Park. The City of Knoxville reserves the right to determine where vendors may set up. There will be a \$50 per day vendors' booth charge, to be paid by check in advance of setting up by either the vendor or tournament sponsor.

ALL QUESTIONS AND CORRESPONDENCE CONCERNING CASWELL PARK SHOULD BE DIRECTED TO:

**CITY OF KNOXVILLE PARKS AND RECREATION DIVISION
917-A EAST FIFTH AVENUE
KNOXVILLE, TN 37917**

**PHONE: 865-215-1410
FAX: 865-215-1412**